



NEMO WORKFORCE DEVELOPMENT BOARD

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**NEMO WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

April 20, 2020

PRESENT

WDB Members

Corey Mehaffy
Annette Sweet
Janice Robinson
Dennis Gill
Jim Kolve
Steve Garner
Kara Berlin-Bates
Donny Carroll
Carolyn Chrisman
Michael Puro
Mac Wilt
Shyla Brauch
Allie Bennett

WDB Members

Not Present

Darin Arnsmeier
Les Cardwell
Joe Rubison
Lydia McClellan
Mike McGhee
Steve Sellenriek
Gabe Suddarth

WDB Staff Present

Diane Simbro
Sharon Hillard
Beth Whelan

CLEO's

Glenn Eagan
Chris Gamm
Deanne Whitston
Buddy Kattelman
Joseph Kaimann
John David Lomax
John Truesdell
Mike Whelan
Rodney Cooper
Ryan Poston
Ronnie Leckbee
Mark Shahan

CLEOs

Not Present

Alan Wyatt
Duane Ebeling
Joe Gildehaus
John Lake

Guests Present

Chad Eggan
Janet Hickey
Sheree Prebe
Mandy McClanahan
Kori Cameron
Erica Davis
Shari Schenewerk

ROLL CALL OF THE NORTHEAST REGION CLEO CONSORTIUM

Roll call of the CLEO Consortium was taken by Janice Robinson. Twelve CLEOs were present and a 2/3 quorum was established.

- **Nomination of New WDB Member**

Commissioner Glenn Eagan said a letter of nomination had been received for Allie Bennett with Northeast Power Electric Cooperative. Allie would be replacing Kami Mohn.

Commissioner Deanne Whiston moved that Allie Bennett be appointed to the Workforce Development Board. Commissioner Ryan Poston seconded the motion. A roll call vote was taken and the motion was unanimously approved.

- **CLEO Consortium Election of Officers for PY20**

Commissioner Glenn Eagan said the current CLEO Officers were: Chairperson – Glenn Eagan, First Vice Chairperson – Ryan Poston and Second Vice Chairperson – John Truesdell. He asked for nominations for officers for PY20. None were presented, and the current slate of officers was asked if they were willing to serve again.

Commissioner Mike Whelan moved that the current slate of officers be nominated to serve for PY 20. Commissioner Chris Gamm seconded the motion, and the motion was unanimously approved.

- **Approval of CLEO By-laws**

All CLEOs were emailed a copy of the Consortium By-laws for their review. It was noted that no changes had been made to the By-laws.

CLEO Mark Shahan moved that the By-laws be approved as presented. CLEO John Truesdell seconded the motion and the motion was unanimously approved.

MEETING CALLED TO ORDER

Chairperson Corey Mehaffy called the April 20, 2020 Northeast Missouri Workforce Development Board (NEMO WDB) meeting to order at approximately 1:00 p.m. The meeting was conducted electronically.

ROLL CALL AND SIGNATURE SHEET

Roll call was taken by Secretary/Treasurer Janice Robinson. Thirteen members were present and a quorum was established.

APPROVAL OF CONSENT AGENDA

Donny Carroll moved to approve the consent agenda as presented. Steve Garner seconded the motion and the motion was unanimously approved.

APPROVAL OF NEMO WDB BY-LAWS

A copy of the NEMO WDB By-laws had been emailed to everyone for their review. Diane noted that there had been no changes made to the By-laws.

Jim Kolve moved that the NEMO WDB By-laws be approved as presented. Janice Robinson seconded the motion and the motion was unanimously approved.

Sharon said all Board Members would be emailed a copy of the By-laws attestation form to attest that they had received and reviewed the By-laws. She asked that each member sign the form where indicated and return it to the WDB office.

REVIEW AND RECOMMENDATION / APPROVAL OF AEL PROVIDERS

Diane said if Local Workforce Development Boards use federal funding to provide education toward obtaining a High School Equivalency (HSE), they must use providers designated by DESE AEL to provide these services. The Board is also required to annually approve those area AEL providers. She explained that the Northeast Region's mandated AEL providers were located in Macon and Moberly. The AEL providers partner with WIOA staff and refer individuals to the Youth Scholars at Work Program. Individuals participating in the Scholars Work Experience Program receive wages to participate in training toward the attainment of their HSE.

Jim Kolve moved to approve the Macon and Moberly AEL providers for the region. Donny Carroll seconded the motion and the motion was unanimously approved. Commissioner Deanne Whiston moved to approve the Macon and Moberly AEL providers for the region. Commissioner John Truesdell seconded the motion and the motion was unanimously approved.

COMMITTEE REPORTS

• **Nominations / Recruitment Committee Update**

Nominations Committee Chairperson Annette Sweet said the Committee met electronically on April 14 and discussed possible candidates for nomination as PY20 WDB Officers. On behalf of the Committee, Annette moved that the following list of individuals be appointed as PY20 NEMO WDB Officers.

- Chairperson Michael Purol
- Vice Chairperson Allie Bennett
- Secretary/Treasurer Janice Robinson

Michael Purol seconded the motion and the motion was unanimously approved.

Annette added that Diane had provided the Committee with a current list of WDB Members that included the counties they represented. She said Commissioners of counties with no representation, would be contacted to ask that they contact individuals that may be interested in serving on the Board.

• **Youth Council Update & Recommendation to Extend Youth Contracts for 1 Year (PY20) & Approval of Youth Monitoring Report**

Chairperson Mark Chambers was not present. Diane said the Committee met electronically on April 16 and reviewed the PY19 Youth Programmatic Monitoring. They also discussed the extension of Youth Contracts for PY20.

On behalf of the Committee, Corey Mehaffy moved that the WDB approve the Youth Council's recommendation for approval of the Youth PY19 Programmatic Monitoring and the extension of the WIOA Title 1-B Youth Service Programs for the Kirksville and Hannibal Job Center areas for PY20 to Gamm, Inc. Jim Kolve seconded the motion and the motion was unanimously approved.

Commissioner Deanne Whiston moved that the CLEOs approve the Youth Council's recommendation for approval of the Youth PY19 Programmatic Monitoring and the extension of the WIOA Title 1-B Youth Service Programs for the Kirksville and Hannibal Job Center areas for PY20 to Gamm, Inc. Commissioner Ryan Poston seconded the motion and the motion was unanimously approved.

On behalf of the Committee, Corey Mehaffy moved that the WDB approve the Youth Council's recommendation for approval of the Youth PY19 Programmatic Monitoring and the extension of the WIOA Title 1-B Youth Service Programs for the Warrenton Job Center area for PY20 to Boonslick Regional Planning Commission. Jim Kolve seconded the motion and the motion was unanimously approved.

Commissioner Deanne Whiston moved that the CLEOs approve the Youth Council's recommendation for approval of the Youth PY19 Programmatic Monitoring and the extension of the WIOA Title 1-B Youth Service Programs for the Warrenton Job Center area for PY20 to Boonslick Regional Planning

Commission. Commissioner John Truesdell seconded the motion and the motion was approved with Ryan Poston abstaining.

- **One-Stop Committee Update**
 - **Recommendation to Approve Programmatic and Fiscal Monitoring**

Steve Garner said the One-Stop Committee met electronically on April 15, 2020 and reviewed the current performance and the PY19 Programmatic and Fiscal Monitoring for the Northeast Region's Adult and Dislocated Worker Program sub-contractors.

On behalf of the One-Stop Committee, Steve Garner moved that the NEMO WDB approve the PY19 Adult and Dislocated Worker Programmatic Monitoring and the PY18 Fiscal Monitoring for sub-contractor Boonslick Regional Planning Commission. Jim Kolve seconded the motion and the motion was unanimously approved.

Commissioner John Truesdell moved that the CLEOs approve the PY19 Adult and Dislocated Worker Programmatic Monitoring and the PY18 Fiscal Monitoring for sub-contractor Boonslick Regional Planning Commission. Commissioner Buddy Kattelman seconded the motion and the motion was approved with Ryan Poston abstaining.

On behalf of the One-Stop Committee, Steve Garner moved that the NEMO WDB approve the PY19 Adult and Dislocated Worker Programmatic Monitoring and the PY18 Fiscal Monitoring for sub-contractor Gamm, Inc. Jim Kolve seconded the motion and the motion was unanimously approved.

Commissioner Deanne Whiston moved that the CLEOs approve the PY19 Adult and Dislocated Worker Programmatic Monitoring and the PY18 Fiscal Monitoring for sub-contractor Gamm, Inc. Commissioner Mark Shahan seconded the motion and the motion was unanimously approved.

- **Recommendation to Extend Adult and Dislocated Worker Contracts for PY 2020**

On behalf of the One-Stop Committee, Steve Garner moved that the NEMO WDB approve the Committee's recommendation to extend the WIOA Title 1B-Adult and Dislocated Worker Service Programs for the Kirksville and Hannibal Job Center areas for Program Year 2020 to Gamm, Inc. Jim Kolve seconded the motion and the motion was unanimously approved.

Commissioner Deanne Whiston moved that the CLEOs approve the Committee's recommendation to extend the WIOA Title 1B-Adult and Dislocated Worker Service Programs for the Kirksville and Hannibal Job Center areas for Program Year 2020 to Gamm, Inc. Commissioner Mark Shahan seconded the motion and the motion was unanimously approved.

On behalf of the One-Stop Committee, Steve Garner moved that the NEMO WDB approve the Committee's recommendation to extend the WIOA Title 1B-Adult and Dislocated Worker Service Programs for the Warrenton Job Center area for Program Year 2020 to Boonslick Regional Planning Commission. Jim Kolve seconded the motion and the motion was unanimously approved.

Commissioner John Truesdell moved that the CLEOs approve the Committee's recommendation to extend the WIOA Title 1B-Adult and Dislocated Worker Service Programs for the Warrenton Job Center area for Program Year 2020 to Boonslick Regional Planning Commission. Commissioner Deanne Whiston seconded the motion and the motion was approved with Ryan Poston abstaining.

EXECUTIVE COMMITTEE UPDATE

Corey said the Executive Committee met electronically on April 14. They reviewed the recommendations of the Nominations and One-Stop Committees and the other issues already addressed at

the meeting. The Committee also reviewed information provided regarding staff salaries including salary information for other WDB regions. He said, due to a decrease in budget last year and the uncertainty of additional grant funding and carryover, staff was not given the 2019 COLA increase of 2.8%. The COLA for 2020 is 1.6%. Therefore, the Executive Committee recommended that WDB staff be given a combined COLA increase of 4.4% effective July 1, 2020. This would be a total increase of approximately \$6,000 in staff salaries.

On behalf of the Executive Committee Corey moved that WDB staff be given a Cost of Living Increase of 4.4% effective July 1, 2020. Jim Kolve seconded the motion and the motion was unanimously approved.

Commissioner Deanne Whiston moved that WDB staff be given a Cost of Living Increase of 4.4% effective July 1, 2020. Chris Gamm seconded the motion and the motion was unanimously approved.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) & SKILLUP

• Local Plan & Infrastructure Cost Sharing Status & Electronic Vote Results

Diane said the Local Plan and revised policies had been provided to the WDB and CLEOs for review and consideration. Both the WDB and CLEOs voted electronically and approve these policies. Everyone was provided a copy of the electronic vote results for review. Diane said the Memorandum of Understanding (MOU) for Infrastructure and Cost Sharing with our partners was in process. A draft MOU had been sent to the State for their review and she was in the process of meeting with our partners to discuss the infrastructure cost sharing.

• One-Stop Certification Status

Diane said to comply with WIOA our Job Centers had to be Certified every two years. Certification teams will need to be appointed to complete this process. The team/s could consist of the WDB Chair or his appointee, an individual from one of our core WIOA partner agencies, and State staff. She explained that the team/s would visit the Job Centers to review processes and conduct staff interviews. She also explained that a team member could wear more than one hat. For example, Kara Berlin-Bates with Vocational Rehabilitation could serve as a partner and WDB member. She also mentioned that Jim Kolve had served on the previous Committee and would be familiar with the process. The Certification process needed to be completed by June 30, 2020. Corey said he would like to be a part of the team. Diane said she would be contacting partners to see if they would be willing to serve and asked anyone interested in serving to contact her.

CONFLICT OF INTEREST AGREEMENT

Everyone was provided a copy of the Conflict of Interest Policy to review. Diane explained that there had been no changes to the policy but everyone needed to sign the policy again for PY20. Sharon said she would be emailing the forms to everyone and asked that they sign and return the forms to the WDB office.

EXECUTIVE DIRECTOR'S REPORT

Diane said there had been many changes due to the response to COVID-19. She has been participating in multiple calls throughout the week with the Office of Workforce Development (OWD) and weekly calls with Job Center staff. All Job Centers were closed to in-person services but staff was available to assist customers, including those laid off due to the situation. The Job Centers were handling approximately 100 calls per day regarding. Currently Hannibal and Kirksville Job Center staff were working remotely. Warrenton Job Center staff had chosen to continue to work from the office. She said working from home had presented some challenges. In some of our more rural areas, we have issues of poor internet access and some of our training providers are only offering their training on-line at this time. Therefore, we have provided some individuals laptops and hotspots so they can continue with their training. As people complete their training, the laptops and hotspots would be passed on to other individuals who may need them. She said enrolling individuals by phone instead of face-to-face was another challenge and work

experiences were very limited due to businesses being closed. USDOL has not been flexible in waving their rules regarding signatures so staff has had to come up with ways to overcome that barrier.

Diane said the Region was behind in its Dislocated Worker expenditure requirement and spending these funds was the current priority. The Northeast Region had approximately 8,000 dislocated individuals and staff would be calling them to set up appointments for enrollment into the Dislocated Worker Program. Staff will also be reaching out to businesses to find out if they have laid off workers and to see if they may be in need of some type of training through the Dislocated Worker Program. She noted that finding trainings leading to recognized credentials that can be delivered online would also be challenging. We would like to call on our partners in economic development and education to assist with this project as we need to move quickly. They have met with the Missouri Training Institute and this might be a way we can provide virtual trainings that may be of use to businesses. The situation has presented us with a lot of challenges but everyone has stepped up and we were finding ways to get the job done. She thanked the staff for all their efforts.

REGIONAL WORKFORCE UPDATE

Shari Schenewerk said she was now a Project Manager with the Department of Economic Development. Fortunately, they are still partnering closely with Workforce Development and our Local Workforce Board. The State of MO has been heavily involved in getting information to our small businesses about how to continue to operate during the pandemic. Some have been able to continue to operate while others have had to close. She noted that there was the Paycheck Protection Plan which allows a company to borrow up to two and a half of months' payroll and if they continue to retain their employees they are able to have that loan amount forgiven. This program has had a lot of interest and has run out of money federally but they hear that Congress is getting close to awarding more funding for the program. Another thing that is helpful with employers trying to keep their employees on staff is the Emergency Injury Pandemic Disaster loan. They have had a lot of interest in that program as well. We heard this morning that MO was number 10 in the number of loans awarded and number 15 for the amount. This is very important as our small businesses are our major employers. She said they have been spending a lot of their time on these things as well as providing general business outreach. In the NE region, they have sent out COVID Injury surveys to our local businesses. They were able to do some immediate intervention to try and help some companies. Shari said more information on that will be coming. She expressed her appreciation to the Board for allowing them to be a part of the local response.

JOB CENTER UPDATES

Board members and CLEOs were previously provided copies of the Job Center Update reports for each Job Center.

- **Hannibal Job Center Update**

Erica Davis provided a summary of the Hannibal Job Center update. She said the Office of Workforce Development was partnering with the Department of Labor to assist UI claimants in obtaining information and access to their benefit information. When staff was still working at the Job Center, they assisted with 150-200 calls daily and provided additional assistance in helping customers. She said some events had to be cancelled due to Covid-19 but services to individuals were continuing. Staff has implemented a locked dropbox outside the Job Center as a solution to delivering necessary documents for continued service. Staff was utilizing all resources available to get the information and the services to the customers in need of assistance. The report indicated the number of individuals being served through programs. Erica said Emily Miclels had been hired as the new youth manager at the Hannibal Job Center.

- **Kirksville Job Center Update**

Mandy McClanahan provided a summary for the Kirksville Job Center. Mandy said the Kirksville Job Center had implemented the same processes as the Hannibal Job Center to assist customers. She is working remotely and checking messages daily to assist customers where able. Customer calls she is

unable to address she forwards to OWD staff Belinda Ames. The report included information regarding employer services and additional job center activities.

- **Warrenton Job Center Update**

Janet Hickey provided a summary for the Warrenton Job Center. She said COVID-19 had changed the way business was being done. However, technology was allowing for the continuation of valuable services and training. Janet said staff had been working with the Lincoln County Sheriff's Department to assist justice-involved individuals. This had been placed on hold due to COVID. However, they continue to promote services through Facebook. She noted that the pandemic had resulted in an amazing amount of communication between OWD, the WDB, and the Job Centers. Everyone was working to stay informed and to take steps in preparation of anticipated challenges. Staff were fielding phone calls from those who had lost jobs, and efforts were being made to ensure that small businesses were aware of programs that will assist them in addressing their needs.

COMMISSIONERS ROUND TABLE DISCUSSION/UPDATE

Corey said there was a request to have time on the agenda for Commissioners and Economic Development individuals to discuss happenings in the region. No one wished to provide any information.

ECONOMIC DEVELOPMENT ROUND TABLE DISCUSSION/UPDATE

Chad Eggan said the Warrenton Job Center and Boonslick Regional Planning Commission had been working with their regional counsels throughout the state. There have been some disaster funds distributed through the Counsel of Government or Regional Planning Commission from the Department of Economic Development for emergency devices for respirators and they look to do more of that. He would report to the group when they had more information. They are also working with their Economic Development partners in the development of their economic strategy plan to include timing of disasters and looking at the Economic Development Administration disaster money for workforce projects in the whole Northeast area.

CHAIRMAN'S REPORT

Corey said they had been working with the MO Training Institute to talk about some training. We were obviously working on this prior to COVID and now things have been delayed. There will be some scheduling and some upcoming classes he felt would be helpful on the training side especially with credentialing. He said everyone had been busy dealing with SBA programs and there has been a lot of work going on with the small businesses in the area. He noted that there is hope for additional funding. Through these programs several businesses had been helped. However, that best solution to this is to get the doors open again and start to generate some revenue opportunities.

He said most everyone was aware that they had been working on the Labor Survey for the NE MO Development Partnership (NMDP). They have been doing a new Labor Demand survey which is from the employers' perspective regarding their employee needs. The last one was done in 2016. The survey has been closed and there is a draft report that will probably go out to the NMDP folks soon on the industry side. He noted that there would be two reports; one for industry in the NE region and one for the medical community. Both of those drafts will hopefully go out to the NMDP partners for their review and then would make any necessary revisions. Hopefully, the reports will be available in the coming weeks.

Corey thanked Michael Purol for agreeing to serve as WDB Chair for PY 20. He expressed his appreciation for the staff and thanked everyone for the opportunity to serve. He encouraged the Board and CLEOs to express the need for more workforce funding when speaking with NE region legislatures.

On behalf of the CLEOs and Board, Glenn Eagan expressed his appreciation for Corey's leadership and said we look forward to working with you further.

CONFIRMATION OF NEXT MEETING DATE & LOCATION

The NEMO Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

The next NEMO WDB Meeting was scheduled for June 15, 2020 at 1:00 pm.

ADJOURN

Steve Garner moved that the meeting be adjourned. Mark Shahan seconded the motion and the meeting adjourned at approximately 2:35 pm.

Respectfully Submitted,

Janice Robinson